**Eating Disorder Association of Canada – Association des Troubles Alimentaires du Canada**

**5th Biennial Conference**

**Fort Gary Hotel**

**Winnipeg, Manitoba**

**September 29-30, 2016**

**Sponsorship and Exhibitors’ Application and Guidelines**

**Exhibitor/Sponsor Guidelines**

We appreciate everyone’s attention to the following guidelines to ensure the safety and success of the event.

* Each Exhibitor will have one 6’table with skirting and white table cloth and 2 chairs. Additional tables to add on to exhibits will not be permitted due to space.
* Exhibitors are responsible for their own set-up and tear-down of exhibit, all materials, cardboards and boxes must be taken with them at the end of the event.
* It is the responsibility of all Exhibitors to load and unload their materials, not that of EDAC-ATAC or the Fort Garry Hotel.
* EDAC-ATAC cannot ship, pack or store any Exhibitor materials. Please note if any materials are left or booths not torn down a tear down fee will be invoiced to your company and your organization will remain responsible for pick up and/or shipping out.
* Use of electrical outlets is permitted. We will not supply extension cords and power bars. Last minute requests for electrical access may not be possible, due to space allocation.
* Set-up time for ALL exhibits are **September 29th** between **7:30-8:30 am**.
* All exhibits must remain intact until the official closing time of 5:30 pm, September 30th.
* Tear down for all exhibits will be **September 30th** between **5:30-6:30 pm.**
* Location of all exhibits will be arranged by EDAC-ATAC (and the venue) 5 days prior to event. Please note all entrances, exits, aisles, stairways, lobbies and passageways, emergency fire panels and extinguishers shall be unobstructed at all times.
* EDAC-ATAC will not be responsible for any damages that may be caused by Exhibitors to all fixtures, carpets/flooring, furnishings and other property in, on or about the venue. Costs for any such damages will be the responsibility of the exhibitor.
* EDAC-ATAC and the venue will not be responsible for any lost or stolen items from the exhibits.

**Please fill out below information, scan and email to EDAC-ATAC at edacatac@gmail.com. All completed Exhibitor forms must be submitted by August 15, 2016.**

Today’s Date:

Contact Name:

Company Name:

Address:

City:

Prov/State:

Postal/Zip:

Country:

Telephone No:

Fax No:

E-Mail Address:

Will you require a table? YES  NO 

Will you require electricity? YES  NO 

**Payment Method**

I hereby agree to be a sponsor/exhibitor at the following level:

* Bronze $5,000.00 
* Silver $7,500.00 
* Gold $10,000.00 
* Platinum $15,000.00 
* Exhibitor $1,000.00 

(per exhibit table)

My organization agrees to abide by the guidelines as stated above.

Signature Printed Name

Please make your cheque payable to **EDAC-ATAC** andmail your cheque along with the original copy of this completed form to:

Eating Disorders Association of Canada

c/o Denise LeBlanc

Mental Health and Addictions Program

5909 Veterans Memorial Lane

Abbie Lane Bldg., Suite 6101B

Halifax  NS  B3H 2E2